

HOW TO APPLY FOR EMPLOYMENT CONSIDERATION

Employment Application Process



- Submit a concise/current resume (no more than 3 pages). (optional)
 - You may drop off during Johnson Controls Reception on April 29 at Club Meade from 3:00 – 6:00 PM or our business office at Fort Meade during business hours at Building 229.
 - Mail to JCI GSS Fort Meade Project, Attn: Fort Meade, 229 Chisholm Avenue, Fort Meade, MD 20755
 - Fax to RESUMIX 1-800-726-0504, local 301-677-9795 or email to ifmresume@jci.com
- Complete and submit a Johnson Controls Inc. Employment Application Form
 - All sections of the application form must be completed. Only Page 2 Employment Record job duties section may refer to “see resume”. All information pertaining to name of company, positions held, salary and other information must be completed.
 - Provide personal references
 - Provide social security number, sign and date the last page of the Employment Application Form.
 - During the interview process, you will be provided a Release For Consumer Report and Informed Consent and Release of Liability For Drug Free Workplace forms to complete granting authorization to Johnson Controls, Inc. to conduct background check and drug test.

Interview and Selection Process

- Schedule and participate in personal interview with Johnson Controls, Inc.
- Interviews are personal and private, generally including a technical and H.R. Representative. Two-way dialogue.
- Applicants are interviewed for positions for which they apply and are qualified. A listing of vacancies is included on page 8 of this newsletter for reference. If you are qualified for more than one position, you may apply for multiple positions. However, you only have to complete one employment application form.
- If special aids are required for the interview process due to disability, please advise us at the time of the interview scheduling, so we may determine whether accommodation alternatives are required.
- We seek the best qualified applicants for positions for which they qualify. However, the number of vacancies proposed may be different than the current staffing levels performing similar work for the government.
- All applicants selected for employment will receive formal offer letters from Johnson Controls, Inc. Offer responses are due back to Johnson Controls, Inc. within 5 business days of the offer letter date. Applicants not selected for hire will also receive notification correspondence.

CONTRACT PROPOSED VACANCIES

(Subject to change during transition period)

Management & Supervisory

Equipment Maintenance Supervisor
Facilities Supervisor
Quality Supervisor
Roads and Grounds Supervisor
Supply & Service Supervisor
Supply and Services Manager
Transportation Supervisor
Work Management Supervisor

Professional

Human Resource Specialist
Real Property Accountable Officer
System/Database Administrator
Civil Engineer

Service Contract Act Covered Classifications/Applicable Wage Determination WD # #1994-2247, Rev. # Rev. 23

Technical

Civil Engineering Technician
Environmental Technician
Quality Control Inspector

Operatives (Semi-Skilled)

Shuttle Bus Driver
Tractor Operator
Fuel Distribution System Operator

Misc.

Gardener
Laborer
Laborer, Grounds Maintenance

Office & Clerical

Accounting Clerk III
Administrative Assistant
Customer Service Representative
Dispatcher, Motor Vehicle
General Clerk II
Production Control Clerk
Scheduler, Maintenance
Shipping/Receiving Clerk
Stock Clerk
Supply Technician
Travel Clerk III

Craft Workers (Skilled)

Appliance Mechanic
Carpenter, Maintenance
Electrician, Maintenance
Fire Alarm System Mechanic
General Maintenance Worker
Heating, Refrigeration and Air Conditioning
Mechanic
Heavy Equipment Operator
Locksmith
Machinery Maintenance Mechanic
Maintenance Trades Helper
Mason
Motor Vehicle Mechanic
Motor Vehicle Mechanic Helper
Painter, Automotive
Painter, Maintenance
Pipefitter, Maintenance
Planner/Estimator
Plumber, Maintenance

